

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS DEPARTMENT OF
BUSINESS REGULATION INSURANCE DIVISION
Address Changes, Relocations, or Redomestications**

The type of notification and submission required when a company's address changes depends on both the type of address and the extent of the change:

- **Redomestication** A Statutory Home Office (H.O.) address change from one state to another state;
- **Relocation of H.O.** A Statutory H.O. address change from one city to another within the same state;
- **Simple H.O. Change** A Statutory H.O. address change within the same city; or
- **Mail Address** Any change of a company's primary mail address.

REDOMESTICATION: The following items must be submitted to this Division, as they become available, in order to reissue a company's State of Rhode Island (R.I.)

Certificate of Authority to reflect its redomestication from one state to another:

- Certified copies of the approved Articles of Redomestication, the amended Articles of Incorporation, and amended By-Laws, if any, reflecting the redomestication;
- The company's continuous R.I. Certificate of Authority, which was issued on or after April 1, 1988, to be replaced;
- A Retaliatory Statement completed by the new State of Domicile (see blank form at http://www.dbr.state.ri.us/pdf_forms/insur/RetaliatoryStatement.PDF); and
- A completed Company Information Questionnaire (see blank form at http://www.dbr.state.ri.us/pdf_forms/insur/RIQuestionnaire.PDF).

Upon receipt of the above material, we will replace the company's R.I. Certificate of Authority to reflect the new city and state of domicile. Appropriate fees will be billed on a retaliatory basis upon completion of the process.

NOTE: Most states permit a redomestication by charter amendment. However, if the company's state of domicile requires a merger into a shell company, that shell company must usually apply for a R.I. foreign company license pursuant to R.I. Insurance Regulation XXX (see Application for a R.I. Certificate of Authority and related linked documents at

[http://www.dbr.state.ri.us/pdf_forms/insur/for/Application-LHorPC\(Rev\).PDF](http://www.dbr.state.ri.us/pdf_forms/insur/for/Application-LHorPC(Rev).PDF)

RELOCATION OF H.O.: The following items must be submitted to this Division when an Insurance company's statutory Home office is relocated from one city to another, within the same state of domicile:

- Certified copies of the Articles of Incorporation and By-Laws, if amended to reflect the change of address;

The company's continuous R.I. Certificate of Authority, which was issued on or after April 1, 1988, to be replaced; and

- A completed Company Information Questionnaire (see blank form at http://www.dbr.state.ri.us/pdf_forms/insur/RIQuestionnaire.PDF).

Upon receipt of the above material, we will replace the company's R.I. Certificate of Authority to reflect the new city of domicile. Appropriate fees will be billed on a retaliatory basis upon completion of the process.

SIMPLE H.O. CHANGES:

The company should immediately notify this Division of any Statutory H.O. address change within the existing city, and of any associated telephone number change. The following items should be submitted to this Division when an Insurance company's statutory Home office moves within the same city and state of domicile, and when any change occurs in the toll-free telephone number required by R.I. General Laws §27-2-1.1 (See) <http://www.rilin.state.ri.us/Statutes/TITLE27/27-2/27-2-1.1.HTM>

- Notification should be on its letterhead; and, as appropriate,
- Certified copies of the Articles of Incorporation should also be filed, if amended.

Upon receipt of that material, we will change that address and/or telephone number in our database for that company. Appropriate fees will be billed on a retaliatory basis upon completion of the process.

ALL MAIL ADDRESS CHANGES: The company should immediately notify this Division of any mail address change, and when any change occurs in the toll-free telephone number required by R.I. General Laws §27-2-1.1 (See) <http://www.rilin.state.ri.us/Statutes/TITLE27/27-2/27-2-1.1.HTM>. Such notification should be on its letterhead, and will be the source for our changing that address and/or telephone number in our database.

NOTE REGARDING ALL MAIL OR H.O. ADDRESS CHANGES:

If appropriate, policy forms previously approved should be re-filed for use by the company, subject to the following instructions:

- **Life & Health Policy Forms and/or Rates:** See Filings of Previously Approved Policy Forms at http://www.dbr.state.ri.us/pdf_forms/insur/PolicyFormsPrevOKd-Life.PDF. If additional information is needed on forms or rates, please contact Rollin Bartlett, Chief of the Life, Accident and Health Section of this Division, at (401) 222-5449.
- **Property & Casualty Policy Forms and/or Rates:** See Item E of Instructions for Property & Casualty Rate, Rule & Form Filings at http://www.dbr.state.ri.us/pdf_forms/insur/C-filing_req.PDF. If additional

information is needed on forms or rates, please contact Paula Pallozzi, Chief of the Property & Casualty Section of this Division, at (401) 222-5448. For address-related questions that do not involve policy form filing or policy rate filing questions, all companies should feel free to contact Matt DiMaio at (401) 222-5454 or by e-mail at mdimaio@dbr.state.ri.us; or by Fax at (401) 222-5475.